

Charity Registration No. 1134266

Company Registration No. 07130145 (England and Wales)

CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	Chantal Wilson Russell Wakefield Janet Somers David Larkin Frank Lees Clive Wilson Roger Bishop Peter Ellefsen Angela Suter	(Chairman) (Secretary) (Treasurer)
Charity number	1134266	
Company number	07130145	
Principal address and registered office	Crowborough Community Centre Pine Grove Crowborough East Sussex TN6 1FE	
Independent examiner	Taylorcocks The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN	
Bankers	Lloyds TSB The Broadway Crowborough East Sussex TN6 1DA	

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
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FOR THE YEAR ENDED 31 DECEMBER 2017

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CROWBOROUGH COMMUNITY ASSOCIATION (LIMITED BY GUARANTEE) TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees present their report and accounts for the year ended 31 December 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2016).

Structure, governance and management

The charity is a company limited by guarantee and was formed on 19th January 2010. The company was entered in the Register of Charities on 11th February 2010. The company is governed by its Memorandum and Articles of Association; members of the company guarantee that in the event of the company's insolvency and if requested, each member will contribute towards its liabilities to a maximum of £10.

The trustees, who are also the directors for the purpose of company law, include:

Chantal Wilson Chairman
Russell Wakefield Secretary
Janet Somers Treasurer (appointed 14 May 2018)
David Larkin
Frank Lees
Clive Wilson
Richard Wilkinson (resigned 25 October 2017)
Peter Ellefsen
Jeanette Towey (resigned 30 May 2018)
Roger Bishop
Angela Suter

Management of the Company

All transactions undertaken by the Company are carried out in accordance with the decisions taken at meetings of the Trustees with these being minuted and followed-up at subsequent meetings. Copies of the minutes of all Management Committee meetings are sent to all the directors. All financial transactions are undertaken through its bank accounts in accordance with mandates approved by the Trustees and in accordance with financial regulations adopted by the Trustees.

The membership of the Board did not change during the year. Trustees are recruited on the basis of skills needed on the Board with a preference for trustees who live fairly locally so that they can provide the support needed to the staff. Generally this is done by personal contact. No new skill requirements were identified in 2017. When new trustees are appointed, the charity secretary provides them with a pack of essential documents and links to significant documents on external websites such as the Charity Commission and OIC. Induction sessions for the new trustee are held by the chairman and the charity secretary which include a detailed tour of the community centre, a session on how the centre is run and the systems it uses, and an opportunity to meet the centre managers.

CROWBOROUGH COMMUNITY ASSOCIATION (LIMITED BY GUARANTEE) TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

Management of Risk

The Trustees take the management of risk very seriously. Advice is taken from external professionals as considered appropriate and also from individual trustees with relevant experience and expertise. In particular, a detailed Risk report has been prepared and is regularly updated in relation to the development of the Community Centre and a full Operational Risk Plan is in place for the running of the Centre. Detailed Financial Regulations specifying how financial transactions are to be undertaken have been adopted by the Trustees.

Objectives and activities

Objectives

The objectives of the company are fully set out in its articles of association and are the same as those of the Crowborough Community Association ("Old CCA") which the company was formed to replace.

To paraphrase the Objectives of the Company, they are:

- (a) To promote the benefit of local residents without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together such residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the quality of life;
- (b) To establish, or secure the establishment of, a community Centre and to maintain and manage the same (whether alone or on cooperation with any local authority or other body) in furtherance of these objectives; and
- (c) To promote such other charitable purposes as may from time to time be determined.

Activities

2017 was a year of consolidation and sustainable growth in turnover for the Community Centre (CCC). It was also one in which the CCA had to start grappling with potentially serious threats to the future running of the Centre.

The Board is always focussed on its charitable aims of providing a community centre to support and encourage community spirit and the social and cultural life of people in Crowborough. The sheer breadth of activities available in the Centre and the annual footfall of approximately 55,000 and annual bookings of over 3,500 are indicators that our local population is, indeed, benefitting from the efforts of CCA and the community centre.

This year the CCA appointed the deputy centre manager to the post of joint centre manager. Having two equal members of staff as centre manager makes us more resilient if one manager is away. There is no longer a deputy manager post. Another change in the way staff work has been the introduction of account managers so that each regular hirer now has a named duty manager to be their single point of contact, thus creating direct lines of communication.

The CCA revised the pricing structure for the community centre to make it more equitable and to end legacy concessionary rates left over from the old hall. This freed up letting space and created the opportunity for new groups to hire rooms. Considerable work was done on the terms and conditions of hire to ensure as far as possible that they are consistent and fair for all hirers and also contain sufficient information to avoid any confusion about the obligations of the CCA and the hirer.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 DECEMBER 2017

Debt collection proved a challenge in the early part of the year but the new terms and conditions of hire helped to ensure that deposits were paid at the time of booking, particularly for one-off lettings. Card payments were introduced to facilitate easy payment both face to face and by phone. Policy and procedures documents for their use were approved.

A new policy for staff holiday pay was approved to bring it up to date with best practice, plus a new health and safety policy.

Our enactment date of a work place pension scheme arrived mid-year. This was quite a burdensome process for a small organisation relying on part time staff but thanks to the dedication of the Centre managers, our payroll manager and members of the Board with specialist skills, we enrolled and enacted the scheme on time.

During the year we found it increasingly difficult to ensure that the café was managed efficiently by a third-party provider which was based so far away. The established chef left suddenly in September which resulted in inconsistent service under agency chefs. The Board kept the café under constant review and in 2018 the CCA took over direct management. This will be reported fully in the report for 2018.

The CCA was faced with unplanned expenditure in 2017, triggering a comprehensive revision of our reserves policy and budgeting procedure. The majority of the expenditure arose as a result of the fire risk audit.

Following the tragic fire at Grenfell Tower in London, we appointed a professional consultant fire safety officer to review our fire safety precautions and procedures. He produced a very comprehensive report including a fire risk assessment and action plan with time scales and recommended policies which were adopted. Even with a modern building, some fire safety measures had become outdated and needed upgrading.

In terms of CCA activity not directly related to running the CCC, our focus was on the Right to Bid for Beaconwood as an asset of community value which ran until mid-year. We had hoped to negotiate an agreement with the owner, Wealden District Council (WDC), about a scheme in which Wealden was able to sell some land for housing but with CCC interests being protected by replacement parking on the same side of Pine Grove. Despite the CCA's compromise proposals, WDC agreed to sell both the Beaconwood building and the Mead House car park to a developer once the 6 month period of the Right to Bid expired. The Board spent much time debating the most effective strategic approach to the problem of losing 99 essential car parking spaces adjacent to the Centre. A campaign email was set up to keep supporters informed and newsletters sent out. A planning application for 67 dwellings was lodged at the end of the year. This showed the nearest dwellings being only about 20 metres from the Centre with no buffer or landscaping in between. The scheme was also shown to share the same access off Pine Grove as the Community Centre. These and many other details concerned the CCA greatly in terms of running the Centre, plus the fundamental worry of having lost 99 car parking spaces with no replacement anywhere. The Board responded with a detailed and robust objection to the scheme whilst emphasising it was not opposed to some housing in principle.

Our Company Secretary started to prepare us for the new General Data Protection Regulations due to go live in May 2018. There were detailed discussions at Board meetings about implementation of the Regulations and how our policies and procedures needed to be compatible with them.

CROWBOROUGH COMMUNITY ASSOCIATION (LIMITED BY GUARANTEE) TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2017

Public benefit

In accordance with our duties stated in section 17(5) of the 2011 Charities Act the trustees have considered the guidance provided by the Charity Commission in regard to public benefit. This is taken into account when deciding what activities the charity should undertake.

Financial review

2017 was the fifth full year of running the new Centre.

The charity report total income for the year of £147,389 (up from £144,571 in 2016), £140,975 of which was derived from letting of the community centre facilities (2016: £138,642).

As the charity continue to invest in infrastructure and demonstrate their public benefit, total expenditure for the year increased from £205,434 in 2016 to £214,997 in 2017.

Overall the charity report a deficit for the year of £67,608 (up from a deficit of £60,863 in 2016).

Reserves

The Trustees consider that they should aim to hold cash reserves equal to six months expenditure. They appreciate that in the early years of operation of the new facility this ambitious target is unlikely to be met but reserves will be built as cash receipts allow. The sinking fund was increased to £65,000 in 2016 and maintained at this level in 2017.

The company held net cash of a little over £108k as at the end of 2017 (up from £87k in 2016), which equates to just over 6 months of total 2017 expenditure.

The charity's free reserves stood at £88,805 at the end of 2017 (up from £83,743 at the end of 2016).

Plans for the future

The plan for 2018 is to avoid, if possible, an unsympathetic and potentially damaging development of the adjacent public car park by lobbying to have the planning application refused. This will be pursued by an active campaign enlisting the support of the users of CCC and putting pressure on local politicians. At the same time, the Board will be focussing on and assessing the implications if the development goes ahead and what can be done to mitigate the impact, especially the potential loss of bookings. The existing reserves policy will be reviewed if the planning application is approved in order to have funds available if an immitigable risk is identified.

This is a quick overview of the activity of the CCA in 2017. It masks a multitude of activity which each board member undertakes spontaneously and in a totally voluntary capacity to fulfil his or her role. The CCA is very lucky to have such skilled and experienced board members and I would like to thank each of them very much indeed for their support and the amount of work they take on. The CCA is also fortunate in having a broader cohort of supporters who take on voluntary tasks and we are very lucky to have them. There are other professional supporters who, although we pay them, keep their charges very modest and also give considerable pro bono time, especially the payroll manager and fire safety consultant. The same is also true for our managers and the staff team. They are all committed to making the Centre a success and frequently go the extra mile to ensure it. I would like to express my wholehearted thanks to all of them and assure them that their efforts do not go unrecognised.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
TRUSTEES REPORT**

FOR THE YEAR ENDED 31 DECEMBER 2017

The Trustees' Report is prepared in accordance with special provisions of part 15 of the Companies Act 2006 relating to small companies.

On behalf of the board of trustees

Chantal Wilson **Chairman**
Trustee

Dated:

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees, who are also the directors of Crowborough Community Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF CROWBOROUGH COMMUNITY ASSOCIATION
FOR THE YEAR ENDED 31 DECEMBER 2017**

I report on the accounts of the charity for the year ended 31 December 2017, which are set out on pages 8 to 17.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
- (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; or
 - (ii) the accounts do not accord with those records; or
 - (iii) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
 - (iv) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Cummins FCCA FCIE

On behalf of

taylorcocks

Chartered Accountants
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN
Dated:

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
<u>Income from:</u>						
Donations and legacies		-	-	1,000	1,000	811
Charitable activities						
Lettings	3	140,975	-	-	140,975	138,642
Other income		5,414	-	-	5,414	5,118
Total		146,389	-	1,000	147,389	144,571
<u>Expenditure on:</u>						
Charitable activities:						
Lettings		146,327	-	-	146,327	133,886
Community centre building		-	-	68,670	68,670	71,548
Total		146,327	-	68,670	214,997	205,434
Net income/(expenditure)		62	-	(67,670)	(67,608)	(60,863)
Total funds brought forward at 1 January 2017		23,743	65,000	2,757,082	2,845,825	2,906,688
Total funds carried forward at 31 December 2017	13	23,805	65,000	2,689,412	2,778,217	2,845,825

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All activities are classified as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

The notes on pages 10 to 17 form part of these financial statements.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Notes	£	2017 Total funds £	£	2016 Total funds £
Fixed assets					
Tangible assets	8		<u>2,686,994</u>		<u>2,755,664</u>
			2,686,994		2,755,664
Current assets					
Debtors	9	7,639		16,059	
Short term deposits, cash at bank and in hand		<u>108,399</u>		<u>87,857</u>	
		116,038		103,916	
Creditors: amounts falling due within one year	10	<u>(24,815)</u>		<u>(13,755)</u>	
Net current assets			91,223		90,161
Total net assets			<u>2,778,217</u>		<u>2,845,825</u>
The funds of the charity:					
Restricted income funds	11		2,689,412		2,757,082
<i>Unrestricted funds:</i>					
Designated funds	12		65,000		65,000
Other charitable funds			<u>23,805</u>		<u>23,743</u>
			<u>2,778,217</u>		<u>2,845,825</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Board on.....

.....
Chantal Wilson (Chairman)
Trustee

Company Registration No. 07130145

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

1.0 Legal status of the charitable company

Crowborough Community Association is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the trustees' report.

In the event of the company being wound up the liability of the members is limited to £10 each.

2.0 Accounting Policies

2.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102) and the Companies Act 2006.

Crowborough Community Association meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The trustees have no material uncertainties with regards to Crowborough Community Association's ability to continue as a going concern.

2.2 Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

2.3 Resources expended and the basis of apportioning costs

Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be recovered within the item of expenditure to which it relates.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

2.4 Tangible fixed assets

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its useful life, as follows:

Long leasehold land and building	2% straight line
Fixtures, fittings & equipment	25% reducing balance

2.5 Fund accounting

The charity has various funds for which it is responsible:

Unrestricted funds – these are for use on the general charitable objectives of the charity.

Restricted funds – these funds are for use as directed by the donor. A description of the projects can be found in note 11.

Designated funds – these are funds ring fenced by the trustees for specific purposes. A description can be found in note 12.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The trustees seek to use short and medium term deposits where possible to maximize the return on monies held at the bank and to manage cash flow.

2.7 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Community hall lettings	140,975	-	140,975	138,642
	<u>140,975</u>	<u>-</u>	<u>140,975</u>	<u>138,642</u>

CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017

4 Expenditure

	Staff costs £	Depreciation £	Other costs £	Total 2017 £	Total 2016 £
Expenditure on charitable activities					
<u>Lettings</u>					
Activities undertaken directly	85,802	-	54,112	139,914	128,696
Support costs	-	-	6,413	6,413	5,190
Total lettings costs	<u>85,802</u>	<u>-</u>	<u>60,525</u>	<u>146,327</u>	<u>133,886</u>
<u>Community centre building grants – CTC</u>					
Activities undertaken directly	-	68,670	-	68,670	71,548
Total Expenditure	<u><u>85,802</u></u>	<u><u>68,670</u></u>	<u><u>60,525</u></u>	<u><u>214,997</u></u>	<u><u>205,434</u></u>

Included within support costs are governance costs of £3,600 (2016: £3,600), representing amounts paid to the independent examiner in respect of accountancy examination services.

CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017

5 Comparative Funds – Statement of Financial Activities year ended 31 December 2016

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2016 Total funds £
<u>Income from:</u>					
Donations and legacies		811	-	-	811
Charitable activities	3				
Lettings		138,642	-	-	138,642
Other income		5,118	-	-	5,118
Total		144,571	-	-	144,571
<u>Expenditure</u>					
Charitable activities:	4				
Lettings		133,886	-	-	133,886
Community centre building		-	-	71,548	71,548
Total		133,886	-	71,548	205,434
Net income/(expenditure)		10,685	-	(71,548)	(60,863)
Total funds brought forward at 1 January 2016		13,058	65,000	2,828,630	2,906,688
Total funds carried forward at 31 December 2016	13	23,743	65,000	2,757,082	2,845,825

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

6 Staff costs

	2017	2016
	£	£
Staff costs during the year were as follows:		
Wages and salaries	84,078	78,721
Social Security costs	1,365	2,255
Pension costs	359	-
	85,802	80,976

The average number of employees during the year, analysed by function, was as follows:

	2017	2016
Charitable activities :		
Centre Management Staff	2	1
Centre Staff	9	12
	11	13

There were no employees whose annual remuneration was £60,000 or more (2016: none).

The key management personnel of the charity comprise the Trustees, the Centre Manager and Deputy Manager. The total employee benefits of the key management personnel of the charity were £33,464 (2016: £27,904), which was paid to the Centre Manager and the Deputy Manager.

7 Taxation

The Company is a Registered Charity (number: 1134266). All activities are undertaken to fulfil the primary objectives of the charity and are therefore exempt under Part 11 of the Corporation Tax Act 2010.

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

8 Tangible fixed assets

	Land and buildings £	Computer and office equipment £	Total £
Cost			
At 1 January 2017	3,001,134	131,539	3,132,673
Additions	-	-	-
At 31 December 2017	<u>3,001,134</u>	<u>131,539</u>	<u>3,132,673</u>
Depreciation			
At 1 January 2017	280,107	96,902	377,009
Charge for the year	60,023	8,647	68,670
At 31 December 2017	<u>340,130</u>	<u>105,549</u>	<u>445,679</u>
Net book values			
At 31 December 2017	<u>2,661,004</u>	<u>25,990</u>	<u>2,686,994</u>
At 31 December 2016	<u>2,721,027</u>	<u>34,637</u>	<u>2,755,664</u>

Part of the funds made available to build and fit out the Centre were provided in grants made by the Big Lottery Fund. These grants were advanced on the condition that if the Charity decided to sell the Centre within 20 years of each grant the Charity may be obliged to surrender a portion of the proceeds to the grant provider.

9 Debtors

	2017 £	2016 £
Trade debtors	6,253	14,511
Prepayments and accrued income	1,386	1,548
	<u>7,639</u>	<u>16,059</u>

10 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	2,968	2,277
Other creditors	1,119	852
Accruals	9,880	7,960
Deferred income	10,848	2,666
	<u>24,815</u>	<u>13,755</u>

CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017

11 Restricted funds

	At 1 January 2017 £	Incoming resources £	Resources expended £	At 31 December 2017 £
New Community Centre Building Fund	2,757,082	-	(68,670)	2,688,412
Lighting fund	-	1,000	-	1,000
	<u>2,757,082</u>	<u>1,000</u>	<u>(68,670)</u>	<u>2,689,412</u>

The New Community Centre Building and Council Loan Fund relates to council funding used to build a new community centre in Crowborough which was completed in May 2012. This is being reduced by depreciation of the fixed assets purchased. Note 8 sets out details regarding conditions imposed on funding by the Big Lottery Fund included in the above.

During the year £1,000 was received to fund the cost of replacement lighting.

12 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes:

	At 1 January 2017 £	Transfers £	Utilised in year £	At 31 December 2017 £
Ring fenced reserves	65,000	-	-	65,000
	<u>65,000</u>	<u>-</u>	<u>-</u>	<u>65,000</u>

Ring fenced reserves represent a sinking fund set aside by trustees in line with the charity's reserves policy (as outlined in the Trustees' Report).

**CROWBOROUGH COMMUNITY ASSOCIATION
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

13 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2017
	£	£	£	£
Fund balances at 31 December 2017 are represented by:				
Tangible fixed assets	-	-	2,686,994	2,686,994
Current assets	48,620	65,000	2,418	116,038
Creditors: amounts falling due within one year	(24,815)	-	-	(24,815)
	<u>23,805</u>	<u>65,000</u>	<u>2,689,412</u>	<u>2,778,217</u>

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 December 2016 are represented by:				
Tangible fixed assets	-	-	2,755,664	2,755,664
Current assets	37,498	65,000	1,418	103,916
Creditors: amounts falling due within one year	(13,755)	-	-	(13,755)
	<u>23,743</u>	<u>65,000</u>	<u>2,757,082</u>	<u>2,845,825</u>

14 Contingent liabilities

Under the VAT Act 1994 section 10, the Community Centre completed in 2012 was zero rated due to its intended use for charitable purposes. Should the use of the building change within 10 years of its construction then the VAT on the construction costs may become payable. It is the intention of the Trustees to use the building for charitable purposes for the foreseeable future.

15 Trustees

During the year the charity was controlled by the trustees.

None of the trustees (or any persons connected with them) received any remuneration or expenditure reimbursements during the year (2016: none).